

LETTER TO DECLINE JOB OFFER

Subject: Thank You for the Job Offer

Dear [Hiring Manager's Name],

Thank you for offering me the [Job Title] position at [Company Name]. I truly appreciate the time and effort you and your team invested in the hiring process and the opportunity to learn more about your organization.

After careful consideration, I have decided to decline the offer. This was a difficult decision for me, as I hold [Company Name] in high regard. However, I believe this is the best choice for my career at this time.

I hope we can stay connected, and I wish you and your team continued success. Thank you once again for your understanding and support.

Best regards,

[Your Full Name]

[Your Contact Information]